



United States Department of the Interior

Alaska Peninsula/Becharof National Wildlife Refuges

U.S. Fish and Wildlife Service Road, Bldg #4

P.O. Box 277; 4 Bear Road

King Salmon, Alaska 99613



JOB OPPORTUNITY NOTICE

R7-16-014-AV

OPENING DATE: February 23, 2016

CLOSING DATE: March 3, 2016

POSITION: Maintenance Worker, WG-4749-07.

SALARY: \$ 28.00 to \$32.67 per hour

DUTY LOCATION: Alaska Peninsula Becharof National Wildlife Refuge in King Salmon, AK

WHO MAY APPLY: Any qualified U.S. citizen who has lived or worked in or near Alaska public lands and has special knowledge or expertise concerning the natural and cultural resources of the public lands and the management thereof. This includes an applicant who was once a resident, moved away, but is intending to re-establish local residency.

WORK PERIOD: This is a Temporary, NTE 1039 hours, Full-time position (40 hours per week).

ORGANIZATION: Alaska Peninsula Becharof National Wildlife Refuge, King Salmon, Alaska

DUTIES: Use of carpentry tasks and tools, such as power table saws, radial arm saws, shapers and routers, planers and jointers, sight and mechanical levels, reciprocating saw and a variety of power tools. Assist with equipment maintenance, building maintenance, construction and modifications, and equipment operation. Install and repair various plumbing and sewage systems, replace defective pipes, faucets and drains. Execute minor electrical work such as install and replace wiring for lights, wall, plug, and switches. Manage electrical repairs on vehicles, heavy equipment, and shop equipment as needed. Support field operations to include the ability to disassemble, repair and reassemble outboard motors and maintain operation of boats/outboard motors. Knowledge and experience operating heavy equipment including but not limited to front end loader/back hoe, bobcat, trailers, truck-mounted snow plow unit. Install, troubleshoot and repair a variety of heating units including basic forced heat air, basic knowledge of boiler maintenance and commercial glycol heating units. Ability to install new equipment such as hot water heater and water softeners. Knowledge of circulating pumps, zone piping systems, fuel oil injection systems, valve and pressure fittings. Knowledge or expertise of the refuge boundaries as well as local sources of products and services to ensure timely maintenance of Refuge facilities, vehicles and other logistical support for this remote station. Maintain contact with local rural residents of villages on or near the Refuge. Provide general information on Service programs and use of resources.

If you have any questions about the duties of this position, please call Tom Cady 907-246-1201.

KNOWLEDGE/EXPERIENCE REQUIRED:

1. Must have knowledge of the local area including natural and cultural resources, fish and wildlife populations and recreational opportunities and facilities.
2. Must have knowledge of local geography, weather, history and native cultures.
3. Knowledge, skill or ability to serve as Maintenance Worker in the Alaska Peninsula Becharof NWR to perform maintenance duties.

Applicants are required to address each element listed below. Failure to respond may affect the determination of your qualifications for this position. (See the supplemental Questionnaire at the end of this Job Notice).

1. The ability to perform duties of the position without more than normal supervision
2. Work Practices
3. Use of Measuring Instruments
4. Ability to interpret instructions
5. Ability to use and maintain tools and equipment
6. Knowledge of material
7. Dexterity and Safety

CONDITIONS OF EMPLOYMENT:

1. Must be a United States Citizen (proof of citizenship will be required).
2. All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.
3. Selectee will be required to wear an official U.S. Fish & Wildlife Service uniform.
4. Selectee must obtain a valid State of Alaska driver's license.
5. Background Investigations: Employment in this position requires a background investigation which may delay your starting date. If you are selected and cannot obtain a favorable adjudication within a reasonable period of time due to disclosed or undisclosed background issues, the employment offer may be withdrawn.
6. Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
7. Travel, transportation, and relocation expenses will not be paid by the Department. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected employee.
8. Government housing can be provided.

HOW TO APPLY: The following must be filled out and received by **March 3, 2016** at 4:00 pm AKST:

1. Submit your resume, curriculum vitae, the Optional Application for Federal Employment (OF-612) or any other written format you choose, to describe your job-related qualifications. Please ensure that your resume contains:
 - Your full name
 - Address, including zip code
 - Telephone number
 - The last four digits of your social security number
 - Whether or not you claim veterans' preference in employment
 - Your country of citizenship
 - Educational information, such as high school name and date of diploma or GED.

- College and/or graduate school name(s), dates attended, date and type of degree earned or, if no degree earned, show credits earned.
 - Work experience: For each period of employment or non-paid work, include dates of employment (month and year of starting and ending dates), number of hours worked per week and salary, job title (if the position was in the federal government, include the official job title, occupational series and grade), the employer's name and address, supervisor's complete name and telephone number and indicate whether current supervisor may be contacted and a description of the major duties performed and accomplishments.
 - Any other job related qualifications such as language skills, technical/mechanical skills, professional certificates/licenses and dates received, honors, awards, and special accomplishments related to this position.
 - Please note: The information in your resume will be used to confirm that you meet the qualification requirements of the position.
2. Supplemental Questionnaire, attached.
 3. DD-214, if you are a veteran or if you are claiming 5 point veteran's preference.
 4. SF-15, Application for 10-Point Veteran's Preference and supporting documentation, if you are claiming a service-connected disability.

**EACH APPLICANT MUST COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE
ADDRESSING EACH OF THE REQUIREMENTS.**

The questionnaire and the OF-612, or resume, is the basis for determining eligibility and qualifications. In addition, interviews may be conducted for this position. The interviews may be conducted on a pass/fail basis or may be scored.

Submit application to:

**Deputy Wildlife Refuge Manager
Alaska Peninsula/Becharof NWRs
King Salmon, AK 99613
Fax: (907) 246-6696**

OR

Drop off application at Headquarters at Alaska Peninsula Becharof National Wildlife Refuge, 4 Bear Road, from 9:00 am to 4:00 pm Monday through Friday.

For assistance in completing the questionnaire or resume for this position, questions on how to apply, contact Annyn Vanderlooven at (907) 271-2455.

All applications and supplemental materials must be received on or before **March 3, 2016** in order to be considered. Incomplete applications will not be solicited for more information.

ADDITIONAL INFORMATION:

Privacy Act Information: The application you submit for this position contains information subject to the Privacy Act of 1974 (PL 93-579, 5U.S.C. 522a). We are required to provide you with information regarding the authority and purpose for collecting this data, the routine uses which will be made of it, and the effect, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The U.S. Department of Interior is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, gender, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, political affiliation, or other non-merit factors.

ALASKA LOCAL HIRE PROGRAM SUPPLEMENTAL QUESTIONNAIRE
Maintenance Worker WG 4749-07, King Salmon, AK
R7-16-014-AV

NAME: _____ **Date:** _____

Please respond to the following questions so we can determine your level of knowledge and skills for this position.

LOCAL KNOWLEDGE AND EXPERIENCE

1. Do you now, or have you ever, lived or worked in or near the public lands in Alaska?
 - a. Yes (This answer needs to be supported on your application/resume)
 - b. No
2. Have you lived in the vicinity of King Salmon, AK? If so for how long?
 - a. Less than one (1) year
 - b. One (1) to five (5) years
 - c. Over five (5) years
 - d. I have not lived in the vicinity
3. While working or living in or near the public lands of Alaska, have you held a job with duties involving natural or cultural resources?
 - a. Yes
 - b. No
4. How would you describe the type of natural/ cultural resources knowledge and experience you have obtained? (circle the letter for all that apply)
 - a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
 - b. Geographic features and/or unique land markers such as: mountain or river names/locations, types of landscapes, or other geographic information
 - c. Wildlife (including identification of): mammals, birds, insects, big game, fish, or other animals specific to the area
 - d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community
 - e. Other unique information not listed above (you may be asked to elaborate at a later time).
 - f. I do not have knowledge or experience as listed above.
5. How did you obtain your knowledge of the unique practices of the public lands for Alaska (circle the letter for all that apply)
 - a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
 - b. Professional: obtained through a position held
 - c. Official training: high school class, college course, on-line training
 - d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate at a later time).
 - e. I do not have the knowledge listed above.
6. Do you have knowledge of the local area, resources, habitats, wildlife, weather patterns, geography, and travel conditions and have used it, in combination with knowledge of local culture and lore, to safely and efficiently travel through the remote and isolated areas?
 - a. Yes
 - b. No

NAME: _____ Date: _____

7. What types of tools have you used for personal or professional use? (Please circle all that apply.)
 - a. Hand tools: Hammer tape measure, screw driver, wrench, pliers, etc.
 - b. Grounds Maintenance: shovel, wheel barrow, hacksaw, cutters/shears, etc.
 - c. Safety equipment: goggles, gloves, safety belt, dolly, etc.
 - d. Power tools: circular saw, power drill, grass trimmer, grinder, etc.
 - e. Equipment: ATV, trucks, boats, etc.
8. What is your ability to perform carpentry, and painting duties? (Circle only one response.)
 - a. I do not have experience in this area.
 - b. I have some knowledge and/or skill in this area.
 - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.
 - d. I have knowledge, skill, and experience in this area as well as train others in this area.
9. What is your ability to construct, install, repair, and modify wood and wood substitute structures such as building frames, walls, staircases, door and window frames, interior and exterior trim, workbenches, counter tops, bookcases, equipment cabinets, etc.? (Circle only one response.)
 - a. I do not have experience in this area.
 - b. I have some knowledge and/or skill in this area.
 - c. I have knowledge and/or skill in this area and complete these duties on a daily basis.
 - d. I have knowledge, skill, and experience in this area as well as train others in this area.
10. What is your experience operating open boats less than 20 feet in length with outboard motors in rivers? (Circle only one response.)
 - a. I do not have experience in this area.
 - b. I have have less than one (1) year experience in this area.
 - c. I have one (1) year to five (5) years experience in this area .
 - d. I have more than five (5) years experience in this area
 - e. I have more than five (5) years experience in this area as well as train others in this area.

I certify that the statements made on this application are true, correct and complete to the best of my knowledge.

Applicant Signature

Date

Applicant Printed Name